



## TECHNICAL SPECIFICATIONS

### ONE (1) YEAR RENTAL OF SIXTEEN (16) UNITS MULTIFUNCTIONAL PHOTOCOPIING MACHINES

#### BACKGROUND:

The National Electrification Administration (NEA) would like to engage with a company that can provide the reproduction needs of the Agency through rental of photocopying machines. Renting a copier can help ease budgeting concerns. Rather than making one large payment at the time of acquisition, rental payment is based on the actual number of usage with percentage deduction for spoilage. Also, there is no need to pay for costly photocopier repairs and parts replacement and procurement of consumables because these are all part of the lease agreement. Delivery, installation, equipment replacement, and training on how to use the equipment efficiently are likewise part of the leasing agreement.

Since photocopier technology is always advancing, leasing instead of purchasing is more advantageous because of access to the latest models of machines and features without the investment of ownership and the burden of upgrading the equipment. Furthermore, photocopying machines are depreciating over time, due to the use and continuous introduction of newer and better technology.

#### 1. TECHNICAL SPECIFICATIONS

##### a. Sixteen (16) units Multifunction Photocopying Machines (with 2 Heavy Duty)

<b>Minimum Specification</b>	
Print Speed	35 to 45 Copies Per Minute (2 units heavy duty – min. of 45 CPM)
Print Resolution	1200 x 1200
Copy Resolution	600 x 600 dpi
Multiple Copy	9999 sheets continuous copying
Original Size	A3-A5
Magnification	25-400%
Memory Capacity	At least 6GB
Toner System	Toner
Automatic Document Feeder	2-sided automatic reversing feeder
Paper Input Capacity	Standard: Bypass tray: at least 100 sheets Tray 1: at least 500 sheets Tray 2: at least 500 sheets
<b>Others</b>	
	With network printing and scanning capability, compatible to USB.

	With reduction and enlargement capacity
<b>Machine Condition</b>	Preferably new or the manufacturing date of the machine should not be more than 2 years from the date of bid submission as evidenced by Manufacturer's Certificate  Meter reading should not more than 200,000 copies per machine.

## 2. OTHER TERMS AND CONDITIONS

### A. DESIGNATED AREAS TO INSTALL THE PHOTOCOPIING MACHINES

Areas	No. of Unit	Rated Capacity
8 <sup>th</sup> Floor Regulatory Affairs Office	1	35-45 CPM
7 <sup>th</sup> Floor Office of the Administrator	1	35-45 CPM
7 <sup>th</sup> Floor Left Wing	1	35-45 CPM
7 <sup>th</sup> Floor Right Wing	1	35-45 CPM
6 <sup>th</sup> Floor Left Wing	1	35-45 CPM
6 <sup>th</sup> Floor Right Wing	1	35-45 CPM
5 <sup>th</sup> Floor Left Wing	1	35-45 CPM
5 <sup>th</sup> Floor Right Wing	1	35-45 CPM
4 <sup>th</sup> Floor Left Wing	2	Min. of 45 CPM
4 <sup>th</sup> Floor Right Wing	1	35-45 CPM
3 <sup>rd</sup> Floor Left Wing	1	35-45 CPM
3 <sup>rd</sup> Floor Right Wing	1	35-45 CPM
2 <sup>nd</sup> Floor Right Wing	1	35-45 CPM
Ground Floor (COA)	1	35-45 CPM
Ground Floor (Records)	1	35-45 CPM
<b>TOTAL</b>	<b>16</b>	

### B. RENTAL CHARGES and APPROVED BUDGET FOR THE CONTRACT

1. The computation of rental charges shall be on a cost-per-page of a maximum of **₱1.00** per page, inclusive of 12% VAT, free *consumables, maintenance services and parts replacement*, and based on the number of copies shown on the meter reading cards/reports less 2% allowance for spoilage. There should be no accounting of spoiled paper.
2. The monthly meter readings shall be conducted by a duly-authorized representative of the **NEA** and **SUPPLIER**.
3. The Approved Budget for the Contract (ABC) is **ONE MILLION EIGHT HUNDRED THOUSAND PESOS ONLY (₱1,800,000.00)**, inclusive of 12% VAT, subject to pertinent laws on government contracts and auditing procedures.
4. No changes shall be made on the Contract Price by reason of escalation in currency.

5. Any adjustment in the Contract Price shall be done in accordance with guidelines provided by law.
6. The payment of escalation costs shall be subject to the unilateral and written approval of **NEA** and to availability of funds.

#### **C. PROJECT DURATION**

The project duration covering the rental of sixteen (16) units of multifunctional copiers to **NEA** with network scanner and printer connections shall be for a period of one year, reckoned within 15 days from the receipt of the Notice to Proceed (NTP).

#### **D. ADDITIONAL QUALIFICATIONS OF THE BIDDER/S**

1. Must be competent and experienced in the field of managing, leasing, and maintaining of copier machines with a minimum of three (3) years experience on similar projects.
2. Must be authorized reseller, dealer or distributor of the brand being offered. A valid and current certification must be submitted as part of the technical compliance.
3. Must be Authorized Service Center of the brand being offered. A current and valid certification as to its being an Authorized Service Provider of the manufacturer shall be submitted.
4. Must be a DENR Certified for non-CE products in compliance to the Green Procurement Act. A valid certification must be submitted.

#### **E. GENERAL REQUIREMENTS**

1. The **SUPPLIER** shall provide **NEA** with sixteen (16) units of heavy duty multifunctional photocopying machines with network printer and scanner, in accordance with the specifications and terms and conditions of the Contract.
2. The contract between the **SUPPLIER** and the **NEA** shall be for a term of one (1) year, subject to a probationary period of three (3) months, which reckons from the first day of the contract. On or before the end of probationary period, the **NEA** shall decide, based on the performance of the copiers, whether to continue or not with the contract. If the performance is unsatisfactory, the supplier may be required to comply with the requirements of the contract. Otherwise, the **NEA** may exercise its right to terminate the contract.
3. The **SUPPLIER** shall supply all consumables (excluding copy paper), spare parts, and provide the required maintenance/repair services within the contract period, free of charge to **NEA**.

4. The **SUPPLIER** shall guarantee that the machines are in good working condition upon delivery/installation and have no defect arising from design, materials or workmanship or from any act or omission of the **CONTRACTOR** that may develop under normal use.
5. The **SUPPLIER** shall be responsible for the proper installation and testing of the copiers to all designated NEA offices/areas under the guidance of NEA General Services Division personnel. Installation includes the network installation to computer desktops.
6. The **SUPPLIER** shall provide training to NEA personnel assigned to operate the machines, free of charge.
7. The **SUPPLIER** shall deploy technicians, without additional cost to NEA, who shall conduct monthly unit inspection and calibration to always keep the machines in good working condition. Any damage/unserviceable parts shall be repaired/ replaced without charge to **NEA** within the duration of the lease contract.
8. The **SUPPLIER** shall observe the maximum response time of four (4) hours from the time the **NEA** makes its request for on-site services during regular working days. In case of prolonged or recurring mechanical failure on the unit/s and/or being unserviceable, the **SUPPLIER** must provide replacement/service unit/s within 24 hours or one day from the time of notice, otherwise, liquidated damages shall be imposed for every day of delay. Prolonged or recurring failure shall not exceed three (3) times malfunctions of the machine, otherwise the **SUPPLIER** must provide replacement of the said unit.
9. The **SUPPLIER** shall make such inspections, adjustments, and maintenance as may be required to keep the machines in good working condition and as may be required by the **NEA**. Such inspections, adjustments, and maintenance shall be free of charge.
10. The **NEA** shall not make any alterations on the machines nor sell, dispose, transfer, rent, pledge, or mortgage, execute any other contract, or otherwise deal with the machines in any manner which may be prejudicial to the rights of the **SUPPLIER**. **NEA** shall insure the diligence in handling of the photocopying machine.
11. The parties may extend the existing contract on a month-to-month basis under the same provisions, terms and conditions stipulated in the Contract. Should the **NEA** require additional unit/s, the **SUPPLIER** should be able to supply the multifunctional copiers under the same specifications, rental price, and other terms and conditions provided in the existing contract.
12. The **SUPPLIER** may terminate the contract if the **NEA** is in material breach of its obligations under the contract and fails to remedy the same within sixty (60) calendar days following receipt of the **SUPPLIER's**

notice specifying such breach. The **SUPPLIER** must serve written notice to the **NEA** of its intention to terminate the contract at least thirty (30) calendar days before its intended termination.

13. Upon expiration of the contract, the parties may agree to extend the same. Said extension shall be governed by the same terms and conditions herein stipulated and may be terminated by either party by means of a written notice served upon the other party at least thirty (30) days prior to the date of such termination.
14. Upon termination or expiration of the contract, the **NEA** shall return the machines and accessories to the **SUPPLIER** by allowing the latter, on a date and time agreed upon by both the **NEA** and the **SUPPLIER**, to enter the **NEA** premises for the purpose of retrieving the machines.
15. Upon termination of the contract, all unpaid obligations of the **NEA** to the **SUPPLIER** shall immediately become due and demandable.

#### **F. PAYMENTS**

1. All accounts shall be payable monthly to the **SUPPLIER** within fifteen (15) days upon receipt of the billing statements, provided there are no errors or discrepancies noted by the authorized representative of the **NEA**. In case of errors or discrepancies in the billing statements, the authorized representative of the **NEA** shall notify the representative of the **SUPPLIER** within three (3) days from receipt of the billing statements.
2. All payments made shall be subject to the usual government accounting and auditing rules and regulations.

#### **TECHNICAL WORKING GROUP:**

  
**ERIC B. CAMPOTO**  
*Member*

  
**MARK LYNDON G. CORPUZ**  
*Member*

(On Official Travel)  
**HERNANDO N. GABOTERO**  
*Member*

  
**CYNTHIA E. LISONDRA**  
*Member*

  
**MA. YVETTE V. MUYARGAS-PALLOGAN**  
*Member*

  
**ANNABELLE P. CRUZ**  
*End-User*

  
**JOEL C. SOMERA**  
*End-User*

  
**MA. CHONA O. DELA CRUZ**  
*Vice-Chairperson*

  
**Atty. BRYAN C. MERZA**  
*Chairperson*